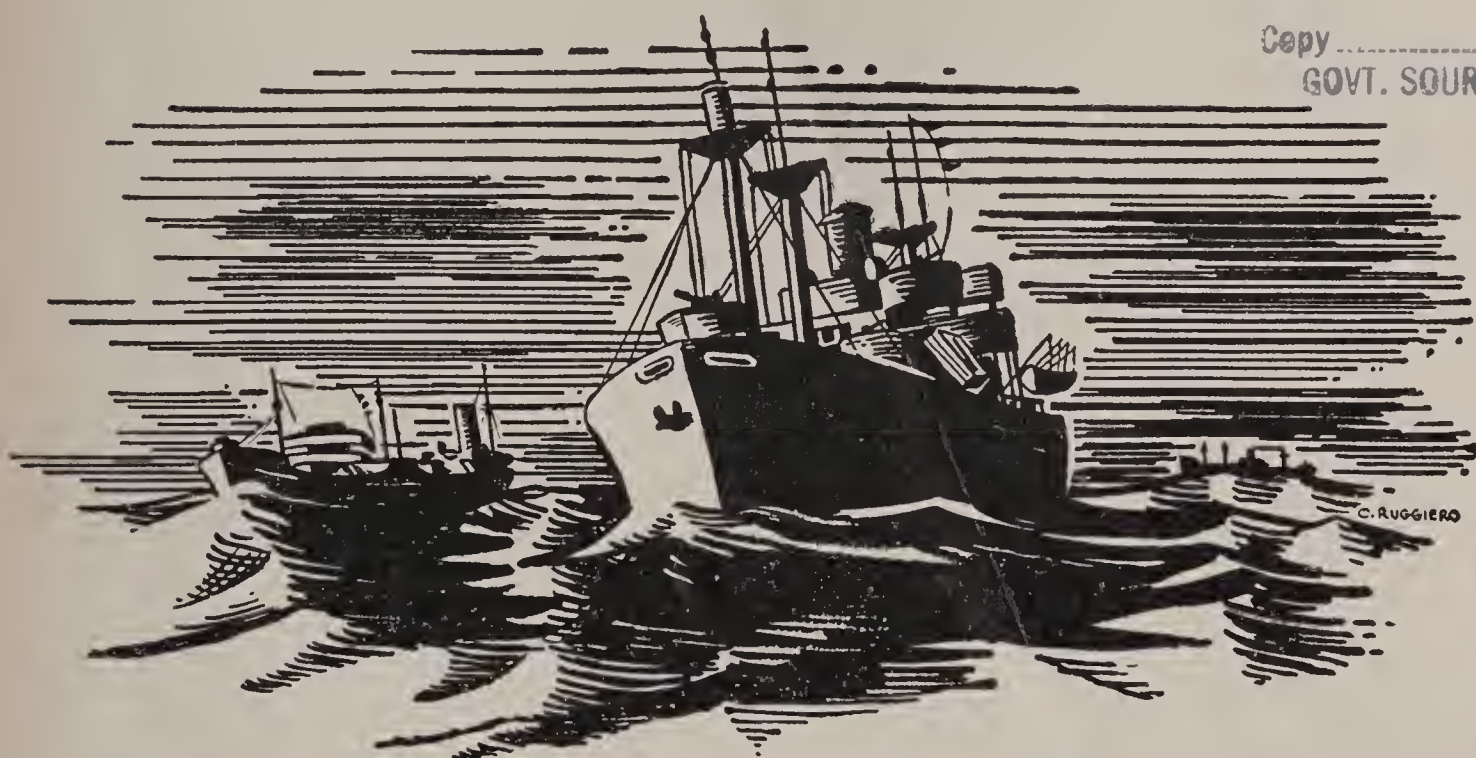


# HOW TO GET YOUR BEARINGS

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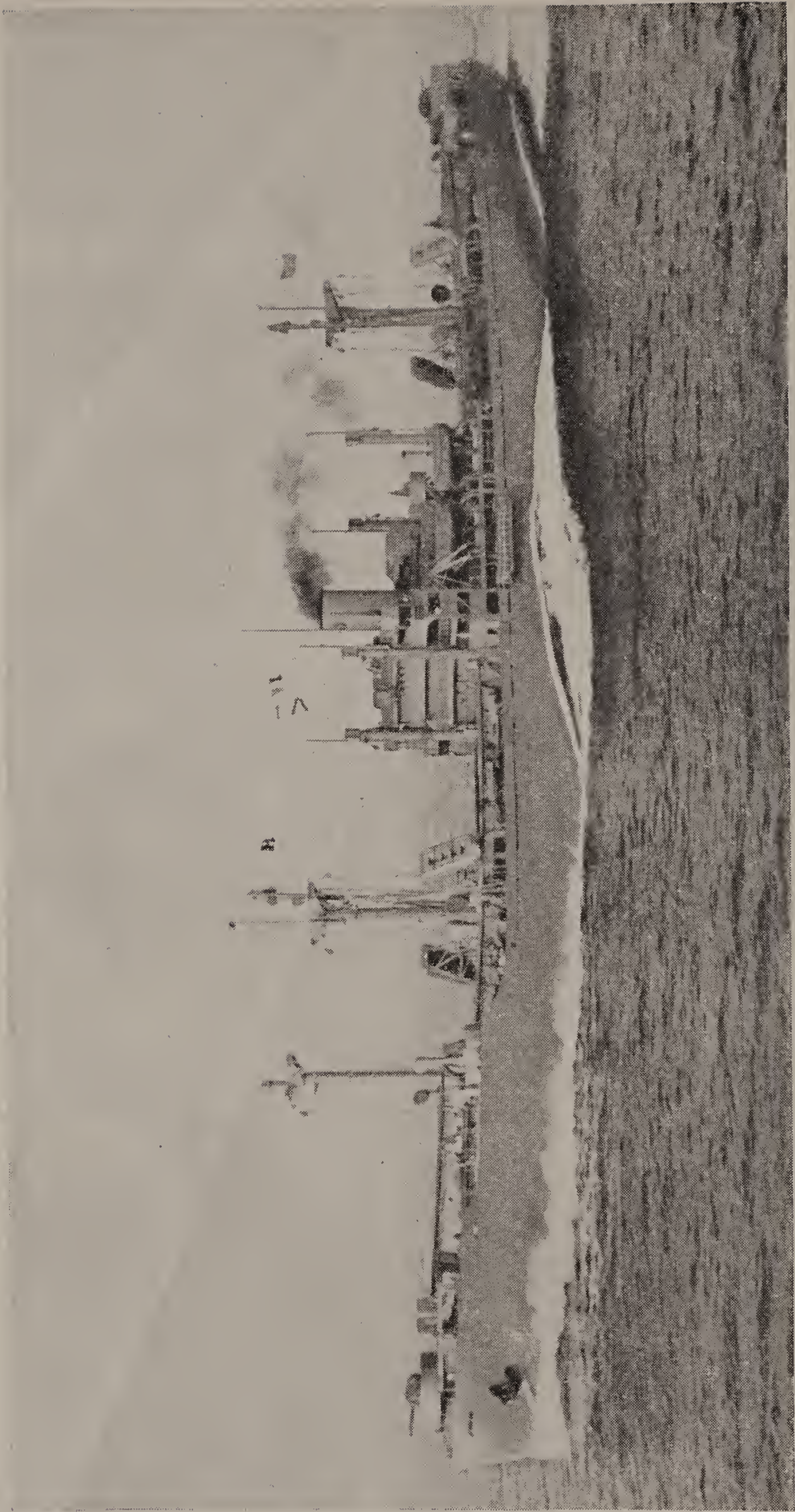


An Information Pamphlet for  
Prospective Merchant Sailors

U.S. WAR SHIPPING ADMINISTRATION,  
WASHINGTON, D. C.

15-32552





THIS IS THE VICTORY SHIP: Speedy, sturdy, and efficient. Officially designated as the VC2-S-AP3 type and designed for general cargo purposes. Length (over-all), 455' 3"; beam 62'; draft (loaded) 28' 6"; cruising radius, 20,500 miles; net tonnage, 4,555; deadweight tonnage, 10,850; shaft horsepower, 8,500; propulsion, turbine.



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*THIS PAMPHLET has been prepared to acquaint merchant seamen, and men interested in entering the merchant service, with our Merchant Marine, its history and how it operates under war-time conditions.*

*The pamphlet is also designed to answer some of the many questions which have been asked about training, securing a job, working conditions, wages, bonuses, insurance, and other matters related to your job.*

*It is hoped that this will serve not only to inform you as to those benefits and privileges accorded to you as merchant seamen, but also to emphasize the importance of the merchant service and your responsibilities, not only to your ship and your shipmates, but to your country as well.*

EDWARD MACAULEY,  
*Deputy Administrator,  
War Shipping Administration,  
and  
Commissioner of  
United States Maritime Commission.*

3d Printing (Revised)  
June 1945

# HOW TO GET YOUR BEARINGS

## *An Information Pamphlet for Prospective Merchant Sailors*

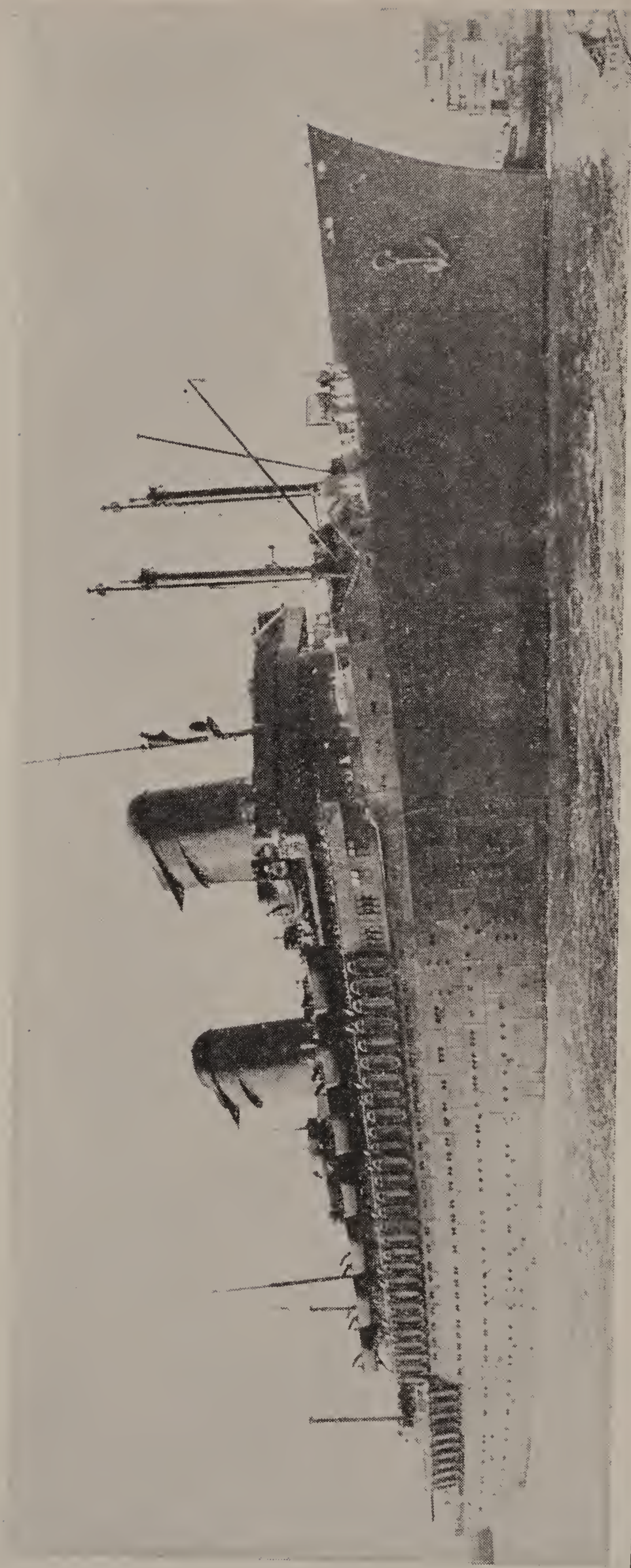
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THIS IS THE U. S. S. "WEST POINT": Better known to G. I. Joe than any other ship in the Navy. Formerly the S. S. *America*, largest passenger vessel ever built in the United States, the *West Point* has created a record unequalled by any other vessel in maritime history.

From the fall of Singapore up to VE-day, the U. S. S. *West Point* has traveled alone more than 350,000 miles, equivalent to 14 times around the globe. Although the biggest game that the German or Japanese U-boat commanders could bag, she has traveled without escort defying bombers, submarines, and the elements, relying solely on her speed and fire-power for protection.

The U. S. S. *West Point* has maintained a record of never having lost a passenger. Of the 6,000,000 or more troops and passengers carried, the U. S. S. *West Point* has transported more than 350,000.



# HOW TO GET YOUR BEARINGS

## **Q. WHAT IS OUR MERCHANT MARINE?**

The United States Merchant Marine is a term used to designate our offshore, coastwise, and Great Lakes merchant vessels and the crews that man them.

In peacetime our Merchant Marine carries on this Nation's overseas commerce and trade, but in wartime it serves as an important auxiliary to the Army and Navy in transporting troops and materials to the war zones.

Our Merchant Marine was established long before we had a Navy; the first merchant vessel was launched in this country 169 years before the Declaration of Independence. In the Revolutionary War American privateers, converted from merchantmen, captured and destroyed three times as many of the enemy's ships as did our frigates and sloops of war. These privateers were operated by private owners and manned by colonists who were woodsmen and fishermen as well as sailors. Some of these privateers captured as many as 28 enemy prizes in a single voyage. The same indomitable will of our colonial seamen is present in our Merchant Marine today. Men who serve on our merchant ships in this war are adding to the glories and traditions of one of America's oldest institutions.

## **Q. WHO OPERATES THE AMERICAN MERCHANT MARINE DURING THE WAR?**

In 1936 Congress passed the Merchant Marine Act which defined our country's basic Merchant Marine policy and established the Maritime Commission as the Government agency responsible for the long-range shipbuilding program and Merchant Marine planning.

Shortly after Pearl Harbor, the President, by Executive order, created the War Shipping Administration as a temporary war agency responsible for acquiring control over and operating all American merchant vessels other than those assigned to the Army and Navy.

The War Shipping Administration thereupon took over control of all offshore merchant vessels under various types of charters, while the Maritime Commission concentrated its energies on the ship construction program.

As the use of these vessels was taken from the private operators and assigned to the Government, the War Shipping Administration appointed the private steamship companies as Government agents to carry out the many intricate details involved in the technical phases of steamship operation.

New vessels constructed by the Maritime Commission and owned by the Government are also turned over to these agents to operate.

The War Shipping Administration decides what cargo goes where in which vessels. The steamship operators, as Government agents, carry on the tremendous task of supervising the loadings of cargo, fueling and victualling of our merchant fleet, as well as signing on and paying off the crew. The signing on and signing off is supervised by the United States Shipping Commissioners.

### **Q. WHO ARE THE MEN RESPONSIBLE FOR OPERATION OF THE WAR SHIPPING ADMINISTRATION?**

The Administrator of the War Shipping Administration is Vice Admiral Emory S. Land, U. S. N. (Ret.), who is also Chairman of the Maritime Commission.

Serving as Deputy Administrators under Admiral Land are Vice Admiral Howard L. Vickery, U. S. N., a member of the Maritime Commission, who is in charge of all vessel repairs for the War Shipping Administration; Capt. Granville Conway, who is in charge of ship operations, and Capt. Edward Macauley, U. S. N. (Ret.) who is also a member of the Maritime Commission.

Captain Macauley has general supervision over the following activities: Recruitment and training of seagoing personnel, manning or furnishing of crews to vessels under the jurisdiction of the War Shipping Administration, supervision of maritime labor relations between the War Shipping Administration's operating agents and the maritime unions, supervision of the medical program under which all seamen are examined regularly to determine their fitness for sea duty, supervision of the Seamen's Service Awards Committee which makes authorized awards of medals and service bars to American merchant seamen.

### **Q. HOW ARE SEAMEN OBTAINED TO MAN SHIPS?**

At the outset of war, our merchant fleet consisted of approximately 1,150 vessels, including passenger liners, freighters, colliers, tankers, etc. Approximately 62,500 seamen were required to keep these vessels manned. In 1942 alone, the Maritime Commission completed 750 new ships. In 1943 the number increased to 2,000 new vessels. In 1944 a total of 1,786 ships was built.

The majority of seamen are members of one of the various maritime labor organizations having collective bargaining agreements with the steamship operators. To secure additional crews for new ships, the War Shipping Administration's Recruitment and Manning Organization recruited thousands of experienced seamen from shore industries while the War Shipping Administration's Training Organization trained other thousands of inexperienced men in the skills of seamanship and safety at sea techniques.



The Recruitment and Manning Organization maintains offices in all principle ports of the United States and abroad at which seamen may register and through which orders for seamen are accepted from unions and operators. These port officials also operate standby pools of seamen immediately available for emergency assignment to prevent ship delays.

The Recruitment and Manning Organization port offices also assign men from the graduate stations which are the pools of apprentice seamen who have graduated from the training stations. The men from the Recruitment and Manning Organization pools are furnished to unions if the union is unable to man a ship with existing manpower in the hiring hall, or furnished to the operators direct if the operator has no union contract. Recruitment and Manning Organization is under direction of Assistant Deputy Administrator, H. Chase Stone.

Experienced seamen seeking further information should consult Recruitment and Manning Organization Port Offices (addresses on p. 33), or write Recruitment and Manning Organization, War Shipping Administration, Washington 25, D. C.

**Q. WHERE DO I JOIN THE MERCHANT MARINE?**

Men who have had previous sea experience (see p. 9 on qualifications) and have or can obtain seamen's papers from the Merchant Marine Inspection Service of the U. S. Coast Guard are urged to apply at their nearest Recruitment and Manning Organization (address on p. 33), Maritime Union, any United States Employment Office, or write to Merchant Marine, Washington 25, D. C.

Men who have never been to sea before, or who had had extremely limited sea service, should apply to the United States Maritime Service (address on p. 34).

**Q. WHAT QUALIFICATIONS MUST AN EXPERIENCED SEAMAN HAVE IN ORDER TO OBTAIN SEAMEN'S PAPERS FOR SERVICE IN THE MERCHANT MARINE?**

If you are qualified by sea experience for one of the following ratings, but do not hold papers, you may obtain them at an office of the Merchant Marine Inspection Service of the U. S. Coast Guard (nearest address on p. 36), by presenting proof of citizenship and documentary evidence of seetime in the form of a Continuous Discharge Book, ship discharges, records of Shipping Commissioners in ports where you were paid off, or records of the companies which employed you, showing a minimum of the following service:

Able seaman.....	9 months on deck, ocean or Great Lakes.
Third mate.....	18 months on deck, ocean or Great Lakes.
Second mate.....	6 months, ocean or coastwise, as third mate; original license as second mate, at the discretion of the local Inspection Service office.

Radio operator-----	Second class radio telegraph license as issued by the Federal Communications Commission.
Third assistant engineer----	18 months in engine department, any waters.
Second assistant engineer---	6 months as third assistant, any waters; original license as second assistant at the discretion of the local Inspection Service office.
First assistant engineer-----	6 months as second assistant, any waters, original license as first assistant at the discretion of the local Inspection Service office.

Men whose sea experience has been in the Navy may qualify for seaman's papers which will enable them to serve in one of the above critical ratings, if their actual service at sea meets the above specifications. This proof of sea experience must be in the form of a Transcript of Service which may be obtained by writing to the Bureau of Naval Personnel, Inactive Records Branch, 253 North Broad Street, Philadelphia, Pa. Seaman's papers may be obtained at an office of the Coast Guard Merchant Marine Inspection Service by presenting a Transcript of Service and proof of citizenship.

Men without sea experience should apply to the Training Organization, United States Maritime Service for training.

## **Q. WHAT PAPERS MUST THE SEAMAN HAVE IN ORDER TO SHIP OUT?**

Certain identifying and qualifying papers must be possessed by every man sailing on American merchant ships. Unlicensed seamen must possess the following papers:

1. *Seaman's certificate of identification*.—This identifies the seaman as an active American seaman and is issued by the Merchant Marine Inspection Service of the U. S. Coast Guard (address on p. 36).

2. *Seaman's certificate of service*.—This paper indicates in what ratings the seaman is qualified to serve aboard ship.

These certificates are all issued by the Merchant Marine Inspection Service of the U. S. Coast Guard.

3. *Coast Guard identification card*.—This card is necessary for the seaman to gain admittance to the dock where his ship is tied up.

These cards are issued by the office of the Captain of the Port, U. S. Coast Guard (see address on p. 36).

In addition, it is necessary to have:

4. *Seaman's passport*.—Issued by the State Department (or a receipt) by applying to the clerk of any Federal District Court showing a passport has been applied for within 6 months. Application may be made to the clerk of any Federal District Court.

5. Radio operators must also have a license issued by the Federal Communications Commission in addition to the other seamen's papers and a passport.



Prior to graduation of trainees arrangements are made to secure all of the necessary papers and credentials which he will need. They are forwarded to the graduate station and are available for the graduate when he is assigned to a vessel.

**Q. WHERE CAN I OBTAIN RECORDS OF MY PREVIOUS SEA EXPERIENCE IN THE MERCHANT MARINE?**

Seamen Records and Welfare Division, U. S. Coast Guard, Washington 25, D. C., will have a record or will be able to advise you where you may obtain a record. Your former shipping company or master or officer under whom you have served may certify by sworn affidavit as to your sea service.

**Q. WHAT DO I DO IF I LOSE MY SEAMAN'S PAPERS AND SEAMAN'S PASSPORT?**

Apply directly to the Merchant Marine Inspection Service of the U. S. Coast Guard (nearest address on p. 36) and new papers will be issued promptly. Apply in the same manner to get endorsements on your seaman's papers.

**Q. HOW DO I OBTAIN CITIZENSHIP PAPERS OR ESTABLISH MY CITIZENSHIP?**

Consult your nearest office of Immigration and Naturalization Service or any Federal Court. Aliens who have served 5 years on a United States Government vessel or 5 years on any ship of more than 20 tons whose home port is in the United States and not of foreign registry may generally qualify for United States citizenship.

**Q. HOW CAN A MAN WITH RADIO EXPERIENCE GET INTO THE MERCHANT MARINE?**

You must be a citizen and have a first- or second-class radio telegrapher's license. These are obtained through the Federal Communications Commission which has offices in most large cities. Birth certificates must be presented with applications. Then register at your nearest War Shipping Administration Recruitment and Manning Organization Office where you will receive assistance in obtaining the seamen's papers which you must hold before you can ship out.

**Q. IS IT JUST AS IMPORTANT AND DOES MY TIME COUNT ON COASTWISE SHIPPING AS IT DOES ON FOREIGN VOYAGES?**

No distinction is made by U. S. Coast Guard between coastwise and foreign voyage time at sea in applying for certificates. Coastwise shipping is just as important as foreign shipping and offers equal postwar opportunities.

## **Q. WHO OPERATES THE TRAINING SCHOOLS?**

The Training Organization of the War Shipping Administration is under the direction of Assistant Deputy Administrator Telfair Knight. It is responsible for operating the U. S. Maritime Service Training Schools which include apprentice seamen's schools at St. Petersburg, Fla.; Avalon, Calif.; Hoffman Island, N. Y.; and Sheepshead Bay, N. Y. The Maritime Service also operates a school for radio operators at Gallups Island, Boston, Mass. In addition there are specialist schools, cooks' and bakers' schools, upgrading schools, and licensed officers' schools at Fort Trumbull, New London, Conn., and at Alameda, Calif.

## **WHAT IS THE MERCHANT MARINE CADET CORPS?**

The Training Organization also operates the U. S. Merchant Marine Academy at Kings Point, Long Island, N. Y., and Cadet Basic Schools at Pass Christian, Miss., and at San Mateo, Calif., at which members of the U. S. Merchant Marine Cadet Corps are trained to become licensed Merchant Marine officers.

Entrance directly into the Merchant Marine Cadet Corps is governed by regulations of the Cadet Corps. In addition, a limited number of qualified applicants from the apprentice seamen training schools are accepted in the U. S. Merchant Marine Cadet Corps.

For further information consult the Cadet Selection Board at your school, or the Supervisor, U. S. Merchant Marine Cadet Corps Training Organization, War Shipping Administration, National Theater Building, Washington 25, D. C.

In addition to the Federal training program there are five State maritime academies maintained by the States of Maine, Pennsylvania, Massachusetts, New York, and California, presently receiving Federal assistance and under the general supervision of the War Shipping Administration Training Organization.

## **Q. WHAT IS THE UNITED STATES MARITIME SERVICE?**

The U. S. Maritime Service was created under the Merchant Marine Act of 1936, as amended, to give training and other benefits to merchant officers and seamen. It is civilian and voluntary and has no relationship to the Army and Navy; it is purely a Merchant Marine organization.

It operates apprentice seamen schools which train inexperienced men for the unlicensed positions aboard ship, and it operates many specialist courses, upgrading classes and schools for experienced seamen who are desirous of becoming licensed officers.

Apprentice seamen trainees while attending a training school are on active duty in the Maritime Service as are those administrative officers and other personnel at the training schools who wear the Maritime Service uniform and insignia.



Licensed officers and qualified staff officers in the Merchant Marine may apply for appointment in the Maritime Service. The appointment awarded to a merchant officer depends upon the license he holds and the berth he occupies aboard ship as well as upon his length of service.

In peacetime an officer appointed in the Maritime Service is eligible for 1 month's pay in the rank at which he is appointed, providing he sails 8 months each year on his license and spends 1 month in training at a U. S. Maritime Service Training Station.

Graduates of the apprentice seamen's training course are eligible for regular enrollment in the Maritime Service upon satisfactory completion of the apprentice seamen's training course. The enrollee is expected thereafter to serve annually at least 8 months on sea-going or Great Lakes merchant vessels of the United States, and in peacetime, 1 month on annual active duty training with the Maritime Service. In peacetime, under these conditions he is eligible to receive a month's retainer pay each year from the Maritime Service.

## **Q. HOW ARE APPOINTMENTS OBTAINED IN UNITED STATES MARITIME SERVICE?**

Call at the nearest Maritime Service Enrolling Office (see addresses on p. 34), bringing with you the following documentary evidence qualifying you for an appointment: Your license; valid certificates of discharge or continuous discharge book or a letter from a recognized official of the company or companies for which you have been working in the past year (or all licensed service if less than 1 year) substantiating your sea service, stating the capacities you served in and the names of the ships; State Department seaman's passport, or birth certificate, if certificate or license doesn't show birth date. Members of the Staff Department (purser and medical) should present certificates of registry as staff officer; steward officers certificates of service or endorsement as chief steward. Radio officers licenses issued by Federal Communications Commission. After presentation of your credentials you will be given a physical examination and your papers will be forwarded to Maritime Service Headquarters.

## **Q. WHAT OPPORTUNITIES ARE THERE FOR ADVANCEMENT IN THE MERCHANT MARINE?**

There is every opportunity for anyone with initiative and ambition to raise his rating and his pay in the Merchant Marine. Graduates of the U. S. Maritime Service Deck Training Program may, after 3 months' experience on vessels over 100 gross tons as ordinary seamen, sit for examination for able bodied seamen's papers. Nongraduate ordinary seamen must serve 6 months before qualifying for advancement.

In order that all seamen may serve at their maximum skills, it is important they be upgraded as rapidly as possible after acquiring the necessary sea experience to qualify for higher ratings.

The War Shipping Administration has courses of instruction to help seamen prepare for these examinations. While attending these upgrade courses seamen are provided with maintenance and a base wage.

Schools for unlicensed upgrading are located at:

LOS ANGELES, CALIF.: Frank Wiggins Trade School (messman upgraded to second cooks).

WILMINGTON, CALIF.:

Catalina Terminal Pier (ordinary seaman upgraded to A. B.).

NEW YORK, N. Y.:

Pier 73 East River (ordinary seamen upgraded to A. B.).

347 West Seventeenth Street (ordinary seamen upgraded to A. B.; wipers upgraded to firemen-watertenders).

208 West Thirteenth Street (messman upgraded to second cooks—second cooks upgraded to first cooks).

BALTIMORE, MD.: 125 South Street (ordinary seaman upgraded to AB; wiper upgraded to fireman-watertender).

NEW ORLEANS, LA.: 523 St. Ann Street (all ratings).

PORTLAND, OREG.: George White Service Center (messman upgraded to second cooks).

SAN FRANCISCO, CALIF.: 1000 Geary Street (all ratings).

SEATTLE, WASH.: Thomas Edison Vocation School (messman upgraded to second cooks), 1427 Maine Street (all ratings).

Schools at which licensed officers may study to upgrade their licenses are also located in each of the above cities.

## **Q. WHAT REQUIREMENTS MUST A SEAMAN HAVE TO ENTER AN UPGRADE SCHOOL?**

Applicants for enrolling in the unlicensed upgrading school will be accepted provided they meet the following requirements:

Proof of United States citizenship; not less than 18 years of age, possess seamen's papers including a certificate of identification and a certificate of service, possess a Coast Guard pass, possess sufficient deck discharges signed by the mater covering minimum sea-time requirements for the particular course of training desired.

For complete information write for the booklet "The Story of Upgrading" Address: Commandant, U. S. Maritime Service, War Shipping Administration, Training Organization, Washington 25, D. C., or apply at your local Maritime Service Enrolling Office or Recruitment and Manning Organization Office (address on p. 33).

## **Q. HOW CAN I BECOME AN OFFICER IN THE MERCHANT MARINE?**

As a special war emergency measure any seaman serving 18 months at



sea in the deck or engine room departments may apply for an examination by the Coast Guard Merchant Marine Inspection Service for a license as a third mate or third-assistant engineer. War Shipping Administration Training Organization maintains two schools for officer candidates, one at Alameda, Calif., and the other at Fort Trumbull, New London, Conn. The course of instruction lasts approximately 4 months and those who attend one of these schools are paid a basic salary in addition to being furnished with a uniform, quarters, and subsistence. The 4 months spent at one of the Officer Candidate Schools is counted towards the 18 months sea time required for a license, thus actually reducing the sea time required to 14 months for those men attending. Apply at the nearest Coast Guard Merchant Marine Inspection Office, Maritime Service Enrolling Office, or Recruitment and Manning Organization Office.

### **Q. WHAT OPPORTUNITIES ARE THERE IN THE ARMY TRANSPORTATION CORPS FOR GRADUATES OF APPRENTICE SEAMEN'S SCHOOLS?**

The Army Service Forces maintains a "Navy" of its own in the sense that it operates numerous transports and supply ships. The seamen and officers who man Army transport vessels are drawn chiefly from the Merchant Marine.

Wages on Army transport vessels approximate wages paid on most American flag merchant vessels.

The U. S. Maritime Service, in conjunction with the Transportation Corps, Army Service Forces, formerly conducted a training program for Merchant Marine officers for Army transport vessels. However, the requirements of the Army have been met and this training is no longer offered.

### **Q. HOW DOES A GRADUATE OF A GOVERNMENT MARITIME TRAINING SCHOOL SECURE HIS FIRST JOB?**

The first assignment to a vessel will come through the Recruitment and Manning Organization of the War Shipping Administration either through a union or direct to an operator as calls are received for men.

Trainee graduates from apprentice seamen's schools are sent to a U. S. Maritime Service Graduate Station where they reside pending assignment to a vessel. While living at the graduate station and awaiting assignment, the trainee graduate is furnished with subsistence pay until he is dispatched to his first maritime job.

The chances are that he will not receive a furlough or vacation between the time he graduates and the time that he is required to report at a graduate station. This depends, of course, on shipping conditions.

The graduate station to which the trainee will be dispatched will like-

wise be determined by shipping conditions and manning requirements at the various ports.

Licensed Officer School and Cadet Corps or State academy graduates do not enter a graduate station as do apprentice seamen, but register with a Recruitment and Manning Organization port office and are placed on stand-by pay roll under the Recruitment and Manning Daily Wage Program while awaiting assignment. Procedures are in effect whereby a Licensed Officer School graduate may be reassigned to the operator by whom he was released in order to enter Licensed Officer School and a Cadet Corps graduate may be assigned to the operator with whom he served his sea time. An exception to these procedures must always be made, however, if an emergency demand arises for the services of an officer to prevent a ship delay.

**Q. MUST A GRADUATE TAKE THIS FIRST JOB THROUGH THE WAR SHIPPING ADMINISTRATION RECRUITMENT AND MANNING OFFICE?**

Yes. The first assignment of a graduate of an apprentice seamen's school, Licensed Officers School, or the Cadet Corps must be taken through the Recruitment and Manning Organization. The Government must make certain that his training is used to the best advantage in the war effort. An orderly use of trained manpower would not be possible if each graduate of an apprentice seamen's school were permitted to "hustle" his own job. By taking his first job through the Recruitment and Manning Organization, the graduate may be certain that he will be sent to the port at which he is most needed.

After the completion of his first voyage, the trained graduate is on his own and can ship out through a maritime union, a shipping company, or the Recruitment and Manning Organization.

**Q. WHAT RELATIONSHIP EXISTS BETWEEN THE WAR SHIPPING ADMINISTRATION AND THE MARITIME LABOR ORGANIZATIONS?**

The War Shipping Administration's Maritime Labor Relations Organization is under the direction of Assistant Deputy Administrator Huber Wyckoff.

It cooperates with both unions and operators in the maintenance of collective bargaining and the adjustment of grievances in the manner provided in these agreements.

The Maritime Labor Relations Organization also makes studies of wage scales and working conditions of both American and foreign seamen, assists the Maritime War Emergency Board with respect to War Risk Insurance and Bonus matters, and studies ways and means of improving crews' quarters and general living and working conditions aboard ship. The Maritime Labor Relations Organization which works closely with the Coast



Guard on discipline matters has established field offices at the following addresses:

45 BROADWAY, NEW YORK 6, NEW YORK.

MILLS TOWER, SAN FRANCISCO 4, CALIFORNIA.

## **Q. WHAT FUNCTIONS DO THE LABOR ORGANIZATIONS PLAY IN THE MARITIME INDUSTRY?**

In the maritime industry, as in the other industries, workingmen have formed organizations for the improvement and protection of their mutual interests. Their rights to organize and bargain collectively are protected by law.

Today most experienced seafaring men are members of the various seamen's unions which have collective bargaining agreements with the steamship operators. These agreements cover methods of hiring, wages, and working conditions, and provide machinery for the adjustment of grievances.

The War Shipping Administration, shortly after the outbreak of the war, confirmed the existing collective bargaining agreements between the maritime unions and private steamship operators, and agreed that as private steamship companies were appointed Government agents to operate the Merchant Fleet, the existing methods of employment would be recognized. The maritime unions in turn, agreed not to strike during the war and pledged cooperation to secure better discipline aboard ship.

## **Q. ARE THE STEAMSHIP OPERATORS LIKEWISE ORGANIZED INTO ASSOCIATIONS?**

Yes. The individual steamship operators, like the individual sailors, have jointed together in organizations and associations for the advancement and protection of the interests of the shipping industry.

These operators' associations, in addition to fostering new trade routes, developing ways of meeting foreign competition and representing their members in collective bargaining with maritime unions, also help to solve various personnel problems and crew members' disputes through labor management grievance committees in the various ports.

## **Q. WHAT WILL DETERMINE WHETHER A TRAINEE GRADUATE IS ASSIGNED TO A UNION OR TO A NONUNION SHIP?**

When a steamship operator, who has union agreements on his ships, needs one or more men to complete the crew list, he calls the union whose contract covers the needed ratings. If the union does not have the required men on hand in these ratings, it may call the Recruitment and Manning Organization who will dispatch the men ordered via the union hall.

If, on the other hand, the vessel is not under contract with a labor organization and the operator has not sufficient men to man the vessel, he may call the Recruitment and Manning Organization directly, in which case the man assigned is dispatched directly from one of the pools to the vessel.

A man is assigned from the Recruitment and Manning Organization shipping list or from the graduate station according to the qualifications required for the particular order and the available supply of men on hand.

The Recruitment and Manning Organization of the War Shipping Administration refers seamen to maritime unions, vessel operators and foreign flag vessels according to the requests that it receives for men in the various ports.

### **Q. DOES A TRAINEE GRADUATE HAVE TO JOIN A MARITIME UNION?**

Whether he does or does not join a union, and which union he joins, if any, are matters that each man must determine for himself.

If he sails on union ships, expects to work under union contracts, and wishes to use the facilities of union hiring halls, he will be obliged to become a union member.

Most unions have a probationary period during which a prospective member sails under a permit or trip card. Initiation fees vary in the different maritime unions.

### **Q. WHAT TYPE OF CONTRACTUAL EMPLOYMENT DOES A SEAMAN ENTER?**

Since earliest times, seamen have entered into a written contract of employment with the master, which is commonly known as "the ship's articles"; the entering into the contract is referred to as "signing on" or "signing articles."

A seaman "signs on" a merchant vessel for the duration of the voyage or for a term, generally not exceeding 12 months. The law requires that shipping articles be signed for all voyages other than voyages between ports in adjoining States. For all foreign (except voyages to the British North American possessions, the West Indies and Mexico) and intercoastal voyages, articles must be signed before a U. S. Shipping Commissioner; for other voyages the participation of the Shipping Commissioner is optional with the master. Upon the termination of a voyage, seamen are discharged from their contract of employment and paid their wages. This is commonly referred to as "signing off." If the "sign on" was made in the presence of a Shipping Commissioner, the "sign off" must also be made in his presence.

By signing on articles a seaman voluntarily gives up, to a certain extent,



his personal liberty in return for wages, subsistence, and other guarantees. He contracts to render “faithful obedience to the commands of the master, and to be honest, sober, and diligent in carrying out his duties aboard ship.”

A ship’s articles differs from a collective bargaining agreement, in that ship’s articles are a contract between the master and each individual crew member, whereas the collective bargaining agreement is, as the name implies, a collective agreement between a labor organization representing the seamen, and the steamship operator or the steamship operator’s association on behalf of one or more members of the association. The collective bargaining agreements set forth in detail living and working conditions which, generally speaking, are not covered in the ship’s articles.

Although the seaman’s employment ends with the termination of the voyage and the discharge of the crew, a seaman usually can remain on the same vessel, if the master does not object; the chances are that he can continue to sign on subsequent articles indefinitely.

When a seaman signs off or leaves the vessel at the termination of the voyage he is given a certificate of discharge showing that he has served on the vessel, the length of the trip, and place of discharge. Some seamen prefer to carry what is known as a “continuous discharge book,” which gives a continuous record of service.

**Q. WHAT ABOUT SEAMEN’S WAGES?**

Wages in the Merchant Marine vary slightly depending on the trade, the cargo, the collective bargaining agreement and the ship. On most off-shore freighters under the supervision of the War Shipping Administration, wages as provided in the collective bargaining agreements and otherwise are approximately as follows for the unlicensed personnel:

Junior assistant purser-pharmacist mate_____	\$175. 00
Junior assistant purser_____	150. 00
Clerk-typist_____	137. 50

Deck:		Engine:	
Chief radio operator_____	\$175. 00	Junior engineer_____	\$137. 50
Second radio operator_____	165. 00	Machinist _____	137. 50
Third radio operator_____	155. 00	Oiler _____	110. 00
Carpenter _____	112. 50	Watertender _____	110. 00
Boatswain _____	112. 50	Fireman_____	100. 00
Able seaman_____	100. 00		
Ordinary seaman_____	82. 50		

Steward’s department:	
Chief steward_____	\$147. 50–\$157. 50
Chief cook_____	137. 50– 145. 00
Second cook-baker_____	117. 50– 130. 00
Messman _____	87. 50

Licensed deck officer’s pay varies from \$202 for a third mate to approximately \$415 for the master of a liberty ship. In the engine department

a licensed officer's pay varies from \$202 for a third assistant engineer to \$384 for a chief engineer on a Liberty ship.

In addition to these rates, the men receive their voyage, area and vessel attack bonuses, which often substantially increase their wages.

On the Great Lakes, wages are slightly higher but war bonuses are not paid. The wages on most War Shipping Administration controlled Panamanian and Honduran flag vessels are slightly lower than the average wages paid on American flag vessels. Wages on most tankers are slightly higher than on dry-cargo vessels.

## **Q. WHAT ARE THE WAR BONUSES WHICH ARE PAID TO SEAMEN?**

War bonuses are a type of extra compensation paid seamen for the unusual risks to which they are exposed. These bonuses are subject to change by decision of the Maritime War Emergency Board according to the decrease or increase of war risk in various areas. Decision 2C of the Maritime War Emergency Board became effective on July 15, 1945.

Under this new decision a voyage bonus of 100 percent of monthly wages, but not less than \$100 per month, is paid for voyages in the West Pacific Area south of 60° north latitude, west of the 180th meridian, north of 13° south latitude and east of 80° east longitude.

A voyage bonus of 33⅓ percent of monthly wages, but not less than \$40 per month, is paid for voyages in the Pacific Ocean east of 136° west longitude, in the North Atlantic Ocean and adjoining waters west of 12° west longitude, and in the South Atlantic Ocean west of 18° east longitude.

A voyage bonus of 66⅔ percent of monthly wages, but not less than \$80 per month, is paid for all voyages or portions of voyages within waters not classified in the 100 or 33⅓ percent voyage bonus areas. No voyage bonus is payable while in inland waters of the Western Hemisphere, which is defined to include North America (except Alaska west of 136° west longitude and the Aleutian Islands), Central America, South America, the Hawaiian Islands, and all islands within the 33⅓ percent bonus area.

In addition to the voyage bonuses, a seaman is paid an additional bonus known as the "Area Bonus" of \$5 per day as long as the vessel is in the 100 percent voyage bonus area.

In addition to the voyage and area bonuses, a vessel attack bonus of \$125 is payable to each crew member of a vessel (1) which is destroyed or substantially damaged as a result of enemy attack, or (2) on which any person is killed or seriously injured as a result of enemy attack, or (3) which is otherwise subjected to extreme and immediate danger of destruction as a result of enemy attack or other direct war hazard. This bonus is payable on all waters of the globe but only one vessel attack bonus is payable in the course of any passage of the vessel between ports or anchorages.



## **Q. CAN SEAMEN PROVIDE FOR THE PAYMENT OF PART OF THEIR WAGES TO THEIR FAMILIES OR DEPENDENTS?**

Yes. Under the Federal allotment statute a seaman can provide for the payment of a part of his wages to certain close relatives including his wife, parents, sister, grandparents, children, or grandchildren. A seaman may allot 90 percent of his base wages plus low voyage bonus, less the amount of the withholding tax.

If a seaman wishes he may, in lieu of making a wage allotment, make provision for deposit of his wages for his own account in a savings bank or United States Postal Savings depository.

Allotments are made at the time the articles are signed, and must be made at each subsequent signing of articles even though the seaman remains aboard the same vessel.

The making of an allotment is purely voluntary on the part of the seaman; however, it is most important that all seamen having families make allotments. In the event of an unseen emergency at home, it would be most difficult for a seaman's family to secure any part of his earnings if he fails to make an allotment prior to shipping out.

The amount allotted is paid by the vessel operator, who sends it to the allottee at monthly or semimonthly intervals, usually in the form of a check. This money is paid by the operator from the seaman's wages due him.

## **Q. CAN SEAMEN DRAW WAGES IN A FOREIGN PORT?**

Yes, every seaman on a United States vessel is entitled to receive one-half of the balance of his wages earned and remaining unpaid in any port where the vessel loads or delivers cargo.

## **Q. WHAT INSURANCE PROTECTION DO SEAMEN GET?**

The War Shipping Administration automatically and without cost provides \$5,000 war risk insurance to every man sailing on an American flag vessel and Panamanian and Honduran vessels under its control. This insurance, which is known as the Second Seaman's War Risk Insurance Policy, covers loss of life, disability, repatriation, and detention benefits and loss of personal effects.

At the time articles are signed, a form is furnished on which a seaman designates the beneficiary who will receive the \$5,000 life insurance in the event of loss of life. Only certain close relatives may be named and the person or persons so designated as beneficiary will remain such until changed.

The policy takes effect on the commencement of the voyage and continues until the seaman returns to the United States, unless by desertion or by separation from his ship by reason of his own willful misconduct, he should disqualify himself.

In the event of injury arising out of "war risk" as defined by the policy, the seaman, upon his return to the United States, is paid \$100 per month while hospitalized and \$150 per month while on out-patient status up to \$5,000 as long as he is disabled from working as a seaman.

In cases of total permanent disability, payments can, under certain conditions, be extended up to \$7,500. Furthermore, there are certain cash payments within the principal sum made for dismemberment and other specified injuries.

The policy further provides for the payment of benefits equal to wages and continuation of wage allotments from the time the vessel is lost until the seaman returns to the United States. In the event of capture by the enemy, benefits continue during the period of internment.

The policy also provides for the payment of \$500 to licensed officers and \$300 to unlicensed seamen in addition to any other sums payable, for the loss of personal effects due to any cause specified in the policy.

While in training at a U. S. Maritime Service School, trainees are covered by the provisions of the U. S. Employees Compensation Act, as well as a group life-insurance policy. Group life insurance amounts to a \$1,000 benefit the premium for which is paid from the station welfare fund.

### **Q. CAN A SEAMAN TAKE OUT ADDITIONAL WAR RISK INSURANCE OVER AND ABOVE THE \$5,000?**

Yes. Beside the free war-risk insurance provided by the Government the seaman can purchase from \$1,000 to \$15,000 worth of additional war-risk life insurance from the War Shipping Administration. This additional insurance can be purchased at the rate of 50 cents per month per \$1,000 worth of insurance, and a policy may be taken out covering 1 month to 12 months. Seamen are urged to apply for periods of longer than 1 month. The premium must be paid in advance before this additional insurance becomes effective. Any person or persons may be named as beneficiary under the policy of additional insurance.

Application for this insurance should be made through the steamship company agent on a form which will be made available at the time articles are signed.

If there is any possibility of the seaman being at sea at the time the policy covering this additional insurance expires (at the end of 1 month or at the end of 12 months) arrangements should be made with the operator of the vessel to have it renewed. The operator is in a position to render this service inasmuch as he is, in all probability, an agent of the War Shipping Administration.

For further information about seamen's insurance, write to the Division of Wartime Insurance, War Shipping Administration, 99 John Street, New York 7, N. Y.



**Q. IF I AM INJURED WHILE WORKING ABOARD A SHIP IN THE MERCHANT MARINE DO I STILL RECEIVE MY PAY?**

Seamen incapacitated while in the service of the vessel, not by willful misconduct, are entitled under general maritime law to wages to the end of the voyage, maintenance, and medical treatment for the illness or injury.

**Q. MUST NOTICE OF A CLAIM FOR DISABILITY BE SERVED ON ANYONE?**

Yes. The claim must be made within 90 days after a torpedoing or bombing or after return to the United States. Claims should be made directly to the War Shipping Administration, Division of Wartime Insurance, 99 John Street, New York 7, N. Y., or claims may be sent to the Division of Wartime Insurance through the operator of the vessel or through a seaman's union.

Claims for loss of personal effects are made directly to the agent or the operator of the vessel on which you are employed.

**Q. IF I AM PERMANENTLY DISABLED WHILE WORKING IN THE MERCHANT MARINE DO I RECEIVE ANY BENEFITS?**

Any seaman permanently disabled as a result of a peril covered by the disability provisions of the Second Seamen's War Risk Policy (which all seamen automatically receive while actively employed aboard American merchant vessels) may receive payments after exhaustion of other compensation which the seaman has received from insurance or from other sources (Public Law 449—78th Cong.). The monthly payments equal two-thirds of a claimant's monthly pay, but not more than \$116.66 nor less than \$58.33 if the disability is total. Claims must be presented to Chief Adjuster, Division of Wartime Insurance, 99 John Street, New York 7, N. Y. Claimants must give home address, date of birth, certificate of identification number, all facts leading up to and surrounding the casualty copies of hospital or clinical abstracts as may be in his possession, and full advice concerning employment, if any, since the disability arose.

**Q. IN EVENT I LOSE MY SHIP FOR ANY CAUSE, BECOME SICK OR INJURED OVERSEAS, OR FOR ANY OTHER REASON HAVE TO LEAVE MY VESSEL, HOW DO I GET TO THE UNITED STATES?**

The Recruitment and Manning Organization of the War Shipping Administration maintains representatives in all the principal ports of the world now open to Allied shipping, and new offices are being established in liberated areas of Europe and the Southwest Pacific as quickly as military operations permit.

The Recruitment and Manning Organization overseas representatives make all arrangements for medical care and hospitalization, for repatriation or for whatever else the seamen may need.

## **Q. ARE SEAMEN ENTITLED TO TRANSPORTATION BACK TO THE PORT WHERE THE ARTICLES WERE SIGNED?**

Generally speaking, return transportation is furnished from one coast to another but not from port to port on the same coast. For example, if you ship out of San Francisco, and after a trans-Pacific or trans-Atlantic voyage or 6 months' trip the crew is discharged in New Orleans, you would be entitled to wages and return transportation to San Francisco.

However, if you should ship out of New York and your vessel should return to Boston, you would not be furnished with return transportation or wages, inasmuch as Boston is on the same coast as New York.

These matters are often covered in the collective bargaining agreements between maritime labor organizations and steamship operators and may vary from one agreement to another.

Seamen survivors who are repatriated to the United States are also furnished with wages, subsistence, and transportation to the port of original shipment, pursuant to a recent operations regulation of the War Shipping Administration.

## **Q. ARE SEAMEN SUBJECT TO THE SELECTIVE SERVICE ACT?**

Yes. Seamen are subject to all provisions of the Selective Service Act. However, as long as they remain active in the Merchant Marine, the Selective Service System has agreed to defer them. The Merchant Marine Deferment Section has been established within the War Shipping Administration to file the necessary deferment requests.

Everytime a seaman joins a ship the master fills out a card which he mails to Washington. Every time he separates from a ship the master fills out another card which he also sends to Washington. The "signing on" card provides the Merchant Marine Deferment Section with the information necessary for assuring the seaman's draft deferment as an active merchant seaman. The "separation" card indicates the maximum shore leave which the seaman may have without forfeiting his status as an active merchant seaman.

The Selective Service has agreed that an active merchant seaman, after completing a voyage, may take 2 days off for each week at sea, not exceeding 30 days before again signing on articles. If shore leave is exceeded without appropriate authorization the request for deferment is withdrawn and the seaman becomes subject to induction.

## **Q. DO SEAMAN HAVE TO REMAIN IN THE MERCHANT MARINE FOR ANY SPECIFIC LENGTH OF TIME?**

Every seaman in the Merchant Marine is the war's most important civilian volunteer and is so regarded by Selective Service. He is expected to stay in for the duration. Unless a seaman ships regularly he is subject



to immediate reclassification by Selective Service. Men in the Merchant Marine unless disabled for further service, are expected to remain for the duration of the War. Every seaman should keep in mind that reemployment rights as well as any other postwar benefits will be dependent upon continuous service during wartime in the Merchant Marine.

### **Q. ARE MERCHANT SEAMEN ENTITLED TO ALL THE BENEFITS OF THE MEMBERS OF THE ARMED FORCES?**

No. A merchant seaman is engaged in a civilian capacity on a volunteer contractual basis.

Insurance, medical attention, and certain provisions for dependents are provided for merchant seamen on the basis of the special problems which concern the Merchant Marine only.

The Soldiers and Sailors Civil Relief Act, which provides statutory relief against certain types of indebtedness and against court proceedings, is available only to members serving in the armed forces and not to merchant seamen.

Public Law 87—Seventy-eighth Congress guarantees to seamen reemployment rights into permanent jobs which they left to enter the Merchant Marine in the same manner as such rights are provided for members of the Armed Forces.

Particular benefits available to seamen, such as insurance and bonuses, have been previously discussed in this pamphlet.

### **Q. WHAT REEMPLOYMENT RIGHTS DO MERCHANT SEAMEN HAVE?**

*Public Law 87.*—This provides that a merchant seaman who left a permanent job to serve in the Merchant Marine and who has completed a period of substantially continuous sea service, as evidenced by a certificate to that effect issued by the War Shipping Administrator, shall be restored to his former position if he is still qualified to perform the job, and if he applies to the employer for return to such a job within 40 days of the date of the certificate issued to him by the War Shipping Administrator. Further information may be obtained from the Administrator, War Shipping Administration, Washington, D. C., or from any Recruitment and Manning port office, or, by men in training, from any officer of the War Shipping Administration Training Organization, enrolling office of the U. S. Maritime Service, district office of the U. S. Merchant Marine Cadet Corps, or from any U. S. Employment Service office.

### **Q. WHAT TAXES MUST MERCHANT SEAMEN PAY?**

Merchant seamen, like other civilians, are subject to taxation including State and Federal income taxes, based on wages plus war bonuses.

Federal income taxes are collected in part by withholding a portion of each pay check. The amount withheld varies according to personal exemptions but in no case will it exceed 20 percent of a seaman's salary.

The mere fact that a seaman who has a residence in the United States may be out of the country for a substantial portion of the year does not exempt him from the payment of income taxes on wages earned during that period.

Seamen are also subject to a 1 percent deduction from wages on \$3,000 taxable wages received during the calendar year. This tax is for old-age and survivorship insurance which is based on wages plus value of room and board furnished on a vessel. Employers, likewise, are subject to a 1 percent tax.

The War Shipping Administration in Washington has a competent tax consultant who will answer questions on tax matters pertaining to merchant seamen.

## **Q. WHAT MEDALS AND AWARDS ARE MERCHANT SEAMEN ENTITLED TO WEAR?**

For the purpose of War Shipping Administration awards, "seaman" includes any member of a ship's company who serves at any time during the period beginning December 7, 1941, and ending with the termination of the present war, (a) on any United States flagship or (b) on any foreign flagship at a time when operated for the account of the War Shipping Administration. Such seamen are entitled to wear the Merchant Marine service emblem.

*Merchant Marine Distinguished Service Medal.*—Awarded to any seaman in the American Merchant Marine who, on or after September 3, 1939, has distinguished himself, or during the war distinguishes himself by outstanding conduct or service in the line of duty.

*Merchant Marine Meritorious Service Medal.*—Awarded to any seaman who during the present war has been or shall be officially commended by the Administrator for conduct or service of a meritorious character but not of such outstanding character as would warrant awarding the Merchant Marine Distinguished Service Medal.

*Gallant Ship Unit Citation.*—Awarded to any ship which during the present war has served or shall serve in outstanding action against attack or gallant action in marine disasters or other emergencies at sea. Members of the crews of such ships are entitled to wear the Gallant Ship Unit Citation bar.

*Mariner's Medal.*—Awarded to any seaman who while serving on a ship during the war period is wounded, suffers physical injury, or suffers through dangerous exposure as a result of an act of an enemy of the United States.

*Combat Bar.*—Issued to seamen who serve on a ship at the time it is



directly attacked or damaged by an instrumentality of war. A star is attached to such a bar when seamen are forced to abandon their ship when so attacked or damaged. For each additional abandonment, after attack or damage, an additional star is attached.

*Atlantic War Zone Bar.*—For service in the Atlantic Zone including the North Atlantic Ocean, South Atlantic Ocean, Gulf of Mexico, Caribbean Sea, Barents Sea, and Greenland Sea.

*Mediterranean-Middle East War Zone Bar.*—For service in the Mediterranean-Middle East Zone, including the Mediterranean Sea, Red Sea, Arabian Sea, and Indian Ocean west of 80° east longitude.

*Pacific War Zone Bar.*—For service in the Pacific Zone, including the North Pacific Ocean, South Pacific Ocean, and Indian Ocean east of 80° east longitude.

*Merchant Marine Defense Bar.*—Awarded to seamen who have served at sea in the U. S. Merchant Marine at any time during the period beginning September 8, 1939, and ending December 6, 1941.

*Philippine Defense Ribbon:* Awarded to seamen who served on vessels in Philippine waters for 30 days or on vessels under attack in Philippine waters during the period from December 8, 1941 to June 15, 1942.

*Philippine Liberation Ribbon:* Awarded to seamen who served on vessels in Philippine waters during the Leyte operations from October 17 to October 20, 1944 or served on vessels in Philippine waters not less than 30 days during the period from October 17, 1944 to a terminal date to be announced.

#### SERVICE FLAG AND SERVICE LAPEL BUTTON

A distinct Merchant Marine service flag and a Merchant Marine service lapel button are prescribed for display by members of the immediate families of seamen serving in the American Merchant Marine during the war period. Seamen's families are not authorized to fly the Army-Navy service flag.

Merchant seamen and officers are not authorized to wear military war zone ribbons unless earned as members of the Armed Forces. The Army and Navy may specifically award certain honors to merchant seamen serving on merchant vessels attached to an Army or Navy unit.

The Merchant Marine service emblem, the war zone bar, and the combat bar are not licensed for sale. They are issued only by the Seamen's Service Awards Committee upon voluntary application by seamen furnishing information of eligibility for such awards.

In addition to these official Government awards, some of the maritime unions and shipping companies have created special awards for their members.

For further information: Write to Seamen's Service Awards Committee, War Shipping Administration, Washington 25, D. C.

## **Q. CAN A SEAMAN ON FURLOUGH OBTAIN GASOLINE, FOOD RATION, AND SHOE STAMPS?**

Seamen may obtain furlough gasoline by applying at the local office of the Office of Price Administration or, upon good cause, may have an agent act for him.

Each application must be accompanied by one or more of the applicant's certificates of discharge (U. S. Coast Guard or Department of Commerce Form 718-A revised) or records of entry in Continuous Discharge Book (U. S. Coast Guard or Department of Commerce Form 718-E). These are needed to show the applicant's periods of sea duty and date of discharge. No documents marked "Duplicate" may be used for these purposes. If a basic ration card has been issued for the vehicle for which the special ration is sought, the application must be accompanied by the mileage rationing record.

The schedule provides that 3 gallons shall be allowed for 5 weeks' service. The amount of gasoline increases with the length of service up to a total of 30 gallons which is issued for 49 or more weeks of service.

No periods of service carrying a discharge date before January 12, 1945, will be recognized.

It must be remembered that the allotments of furlough gasoline are not bonuses and the applicant must demonstrate to the Ration Board a legitimate reason for applying for the gasoline.

A port representative of Recruitment and Manning Organization will either obtain for you or direct you to the agency which will supply you with shoe and food-ration stamps.

## **Q. DO MERCHANT SEAMEN WEAR UNIFORMS?**

Most merchant seamen serving in the unlicensed capacities aboard ships do not wear uniforms either aboard ship or ashore. Dungarees and work shirts are usually worn aboard ship and civilian clothes on shore.

However, graduates of the apprentice seamen's schools may, if they wish, wear the Maritime Service uniform furnished at the training school, which they keep after graduation. Some steamship companies require men serving on their vessels to wear, when on duty, a particular company uniform which the companies usually supply.

Licensed Merchant Marine officers who are serving as such, upon receiving appointments in the Maritime Service, are furnished with and are entitled to wear the Maritime Service uniform and insignia.

## **Q. WHAT KIND OF CLOTHING WILL I NEED FOR A VOYAGE TO THE SOUTH PACIFIC?**

Since security information prevents the disclosure of voyages to combat zones, seamen are not apt to know the destination of the ship. Also, destinations of vessels are subject to change even after the voyage has begun.



Seamen should be prepared with the minimum amount of clothing needed for both summer and winter weather. All American flag vessels carry "slop chests" or a store of clothing and other personal items which seamen may purchase at prices similar to those found ashore.

### **Q. WHAT RELATIONSHIP DO THE MERCHANT SEAMEN HAVE WITH THE NAVY GUN CREW?**

The Navy gun crew has been placed aboard merchant vessels to handle the ship's guns in case of attack. Their duties are solely of a military nature.

The Navy gun crew bunks in quarters of its own and usually has its own mess. It is needless to say that the Navy gun crews treat merchant seamen with courtesy and respect and naturally expect the same kind of treatment in return.

### **Q. WHAT SECURITY MEASURES SHOULD BE OBSERVED BY ALL SEAMEN?**

Our enemies want to know when your ship sails, when she docks, where she's been, where she's going, what she carries, how she's armed, where our troops are fighting. So don't talk about ship movements when ashore. Don't write home about details of your voyage.

Don't put this information in diaries. Don't smuggle letters. Men revealing this information aid the enemy, sink our ships, destroy our cargoes, endanger the lives of our seamen and our troops.

### **Q. WHAT TYPE OF DISCIPLINE IS MAINTAINED ON MERCHANT SHIPS?**

The maintenance of rigid discipline aboard merchant vessels is absolutely necessary for the safety of the ship, its cargo, and all hands aboard. Once an order is given it must be carried out.

The average cargo ship, in addition to the Navy gun crew, carries a complement of 44 men, among whom there are no replacements. If one man aboard fails to carry out orders, the rest of the crew must assume the burden of his work.

For infractions of discipline, seamen are subject to loggings or deductions from their pay, which are entered on the ship's log book. The master has final authority and if any man doubts the wisdom of the order, he should hold his "beef" until the vessel returns to port.

The Merchant Marine Inspection Service of the Coast Guard issues seamen's papers, and the Coast Guard Merchant Marine Hearing Unit is vested with the authority to revoke or suspend such papers when a Merchant Marine officer or seaman is found guilty of misconduct or is proven to be incompetent to perform the duties he is required to perform under his license or certificate.

Coast Guard examining officers board all American flag vessels entering every large American and many foreign ports. Persons accused of misconduct or incompetency are required to appear before a Coast Guard hearing officer, who determines from the evidence placed before him whether or not the papers of the person charged should be suspended or revoked. Persons charged have the right to counsel and the right to present witnesses at the hearing in defense of the action against their papers.

An intelligent seaman joining a ship for the first time as a member of the crew soon senses that next in importance to the “know how” of the work is—discipline.

Discipline on a ship implies subjection to a control exerted by the master and officers for the good of the whole, and adherence to laws, rules, and regulations intended for the orderly coordination of effort.

## **Q. WHAT DOES THE UNITED SEAMEN'S SERVICE DO FOR MERCHANT SEAMEN?**

The United Seamen's Service, or the “USS” as it is commonly known, has been especially created to provide the many services for merchant seamen that the USO and the Red Cross provide for men in the armed services.

The United Seamen's Service has been made possible through the support and cooperation of the War Shipping Administration, the steamship operators, the various maritime unions, the shipbuilders and the general public.

There are four main types of activities provided by the United Seamen's Service, namely: residential, recreational, personal services, and medical attention.

The United Seamen's Service provides residential clubs both in this country and in the principal ports of the world. A small charge is made for sleeping accommodations, and meals are available at cost at many of the clubs.

The residential clubs also provide recreational services exclusively for seamen at no charge. These services include dances, games, entertainment, library facilities, and reading rooms.

The Personal Service Division of the USS deals with matters such as small loans for board and lodging, assists in communicating with friends and relatives, and gives advice on a wide variety of problems.

## **Q. WHAT MEDICAL HEALTH FACILITIES ARE AVAILABLE FOR MERCHANT SEAMEN?**

Merchant seamen are entitled to free medical care at marine hospitals operated by the United States Public Health Service within 90 days of signing off ship's articles. The Public Health Service was established in 1789 as the Marine Hospital Service. Its original function was confined



to providing medical care for seamen, but since that time its responsibilities have been largely increased.

Arrangements have been made abroad for free treatment of merchant seamen in American Army and Navy hospitals.

The War Shipping Administration and the United Seamen's Service maintain rest centers in or near the chief ports of the United States and maintain medical admitting offices in connection with these centers. A seaman can go to these offices with his health problems. There is no charge for advice or for admittance to the rest centers.

The rest centers are provided for convalescent seamen who have been discharged from marine hospitals and for seamen who need to regain their health which may have been impaired by long and arduous voyages through war zones.

### **Q. ARE SEAMEN REQUIRED TO TAKE HEALTH EXAMINATIONS?**

Yes. On January 11, 1944, the War Shipping Administration established a procedure for medical examinations required for all licensed and unlicensed seamen employed on American, Honduran, and Panamanian flag vessels operated under the supervision of the War Shipping Administration. Before signing on articles, seamen employed on such vessels must produce a medical clearance at the Shipping Commissioner's office. The main purpose of these medical examinations is to protect the health of merchant seamen and to prevent the spreading of communicable diseases aboard ship. Seamen will be examined free of charge by the War Shipping Administration with the exception that those seamen employed by steamship operators having their own medical departments and their own medical examinations will continue to be examined by the medical departments of such operators.

### **Q. WHAT ABOUT LIBRARY FACILITIES ABOARD SHIP?**

The American Merchant Marine Library Association has collected a wide assortment of books which are provided free of charge to every vessel for the ship's library. The association has published "The Seaman's Handbook for Shore Leave," which contains much useful information.

If there are any particular books you are interested in, contact the American Merchant Marine Library Association, 45 Broadway, New York 6, N. Y.

### **Q. WHAT ABOUT MAIL SERVICE FOR MERCHANT SEAMEN?**

The War Shipping Administration, in conjunction with the Post Office Department and the War and Navy Departments, has established a mail service for members of crews on American flag and American-controlled vessels. This service is for ordinary first-class mail to and from merchant seamen in foreign ports, and such other ordinary mail as can be handled,

depending upon conditions. This service does not provide for registered, insured, or c. o. d. mail of any class. For the purpose of dispatching mail, correspondents should address their letters to the seamen, naming the vessel, and sending the letter in care of the Postmaster, New Orleans, New York, or San Francisco, depending upon the coast from which the seaman shipped out. The seamen may also send mail back to the United States from foreign ports through the Army and Navy post offices. Under this mail facility, much correspondence will travel by air from port to port where possible. However, the "free mail" privileges accorded to members of the armed forces are not at present available to the men serving in the Merchant Marine.

Advise your correspondents in the country prior to your departure from a continental United States port to assure that mail addressed to you should be in accordance with the following form:

Mrs. T. Smith	
1022 Marble St.	
New York, N. Y.	
	John T. Smith
	S/S President Jackson
	c/o Postmaster
Name of Steamship line.	New York, N. Y.

All mail is subject to censorship and such security regulations as may be prescribed by the Allied Control having jurisdiction over the vessel.

## **Q. WHAT OPPORTUNITIES WILL THERE BE IN THE MERCHANT MARINE FOR POSTWAR EMPLOYMENT?**

The United States has become the greatest seapower in the world, both from a naval and Merchant Marine standpoint. The War Shipping Administration and the United States Maritime Commission are strongly urging that this position be maintained. If expectations are fulfilled, men now in the Merchant Marine will have enviable opportunities awaiting them, postwar.

Vice Admiral Emory S. Land (U. S. N. Ret.) Chairman of U. S. Maritime Commission and War Shipping Administrator, feels that all ships of the American flag fleet will be fully utilized for the next several years, even after the war is ended. Expanded foreign trade, the relief and rehabilitation needs of many countries, and the return of troops and material of war will necessitate the full use of all merchant ships for some time to come.



## RECRUITMENT AND MANNING ORGANIZATION

- BALTIMORE, MD.—Recruitment and Manning Organization, 106 Chamber of Commerce Building, Water and Commerce Streets, Baltimore, Md. Phone: Whitehall 3-8000.
- BOSTON, MASS.—Recruitment and Manning Organization, 408 Atlantic Avenue, Rooms 303-306, Boston 10, Mass. Phone: Liberty 9320 and 9321.
- CHARLESTON, S. C.—Recruitment and Manning Organization, Room 706, Peoples Office Building, Broad Street, Charleston, S. C. Phone: Charleston 3-4846.
- CHICAGO, ILL.—Recruitment and Manning Organization, American Fore Building, 844 Rush Street, Chicago 11, Ill. Phone: Delaware 5527.
- CLEVELAND, OHIO.—Recruitment and Manning Organization, 106 Federal Building, Cleveland 14, Ohio. Phone: Main 2435.
- DETROIT, MICH.—Recruitment and Manning Organization, Customhouse, 100 Larned Street, Detroit 26, Mich. Phone: Cadillac 4321.
- GALVESTON, TEX.—Recruitment and Manning Organization, 316 Cotton Exchange Building, Galveston, Tex. Phone 2-8614.
- HOUSTON, TEX.—Recruitment and Manning Organization, Rooms 213-215 Cotton Exchange Building, Houston 2, Texas. Phone: Charter 46041-2.
- JACKSONVILLE, FLA.—Recruitment and Manning Organization, 305 Hildebrandt Building, Adams and Julia Streets, Jacksonville, Fla. Phone: 5-3084.
- MIAMI, FLA.—Recruitment and Manning Organization, 1209 Postal Building, Miami 32, Florida. Phone: 9-3469.
- MOBILE, ALA.—Recruitment and Manning Organization, 305 Wilson Building, Mobile 10, Alabama. Phone: 2-1859 and 2-1850.
- NEW ORLEANS, LA.—Recruitment and Manning Organization, Interstate Building, 600 Canal Street, New Orleans 16, La. Phone: Canal 4531 and 4532.
- NEW YORK, N. Y.—Recruitment and Manning Organization, 37 Broadway, New York 6, N. Y. Phone: Whitehall 3-8000.
- NORFOLK, VA.—Recruitment and Manning Organization, 127-29 Bank Street, Norfolk 10, Va. Phone: 48386, 48387, and 48388.
- PHILADELPHIA, PA.—Recruitment and Manning Organization, 16 Chestnut Street, Philadelphia 6, Pa. Phone: Walnut 3800.
- PORT ARTHUR, TEX.—Recruitment and Manning Organization, 207 Bluestein Building, Port Arthur, Tex. Phone 2-3411.
- PORTLAND, MAINE.—Recruitment and Manning Organization, Room 14, Chapman Building, 477 Congress Street, Portland, Maine. Phone: Portland 3-8232.

PORTLAND, OREG.—Recruitment and Manning Organization, Lewis Building, 329 South West Oak Street, Portland 4, Oreg. Phone: Broadway 1229.

SAN FRANCISCO, CALIF.—Recruitment and Manning Organization, 65 Sutter Street, San Francisco 4, Calif. Phone: Garfield 3715; night: 3529 or 3533.

SAVANNAH, GA.—Recruitment and Manning Organization, 420 Realty Building, Savannah, Ga. Phone: 3-9691 and 3-9692.

SEATTLE, WASH.—Recruitment and Manning Organization, 910 Second Avenue, Seattle 4, Wash. Phone: Main 6101.

TAMPA, FLA.—Recruitment and Manning Organization, 113 North Franklin Street, Tampa 2, Fla. Phone: Tampa 2565.

WILMINGTON, CALIF.—Recruitment and Manning Organization, 613 North Avalon Boulevard, Wilmington, Calif. Phone: Wilmington 0551 and 0532.

## U. S. MARITIME SERVICE ENROLLING OFFICES

ATLANTA.—Regional Enrolling Office, U. S. Maritime Service, 244 Peachtree Arcade, 2 Peachtree Street, Atlanta 3, Ga. Phone: Walnut 9249.

BALTIMORE.—Regional Enrolling Office, U. S. Maritime Service, 209 East Fayette Street, Baltimore 2, Md. Phone: Plaza 8295 and 6656.

BIRMINGHAM.—Enrolling Office, U. S. Maritime Service, 1215 Empire Building, First Avenue and 20th Street, Birmingham 3, Ala. Phone: Birmingham 4-0275.

BOSTON.—Regional Enrolling Office, U. S. Maritime Service, Room 101, 177 Milk Street, Boston 9, Mass. Phone: Liberty 7414 and 7415.

BUFFALO.—Enrolling Office, U. S. Maritime Service, 322 Walbridge Building, 43 Court Street, Buffalo 2, N. Y. Phone: Madison 4443.

CHARLESTON.—Enrolling Office, U. S. Maritime Service, 17 Broad Street, Charleston 3, S. C. Phone: Charleston 3-2207.

CHICAGO.—Regional Enrolling Office, U. S. Maritime Service, Room 515, 844 North Rush Street, Chicago 11, Ill. Phone: Delaware 3740.

CINCINNATI.—Enrolling Office, U. S. Maritime Service, First Floor, Faller Building, Eighth and Walnut Streets, Cincinnati 2, Ohio. Phone: Cherry 5820 extension 488.

CLEVELAND.—Regional Enrolling Office, U. S. Maritime Service, Room 404, Rogers Building, 1720 Euclid Avenue, Cleveland 15, Ohio. Phone: Main 5886.

DALLAS.—Enrolling Office, U. S. Maritime Service, 1901 Bryan Street, Dallas 1, Tex. Phone: Central 5219.

DENVER.—Regional Enrolling Office, U. S. Maritime Service, 1501 Cheyenne Place, Denver 2, Colo. Phone: Keystone 4151 extension 749.



DETROIT.—Enrolling Office, U. S. Maritime Service, Room 111, Federal Building, Lafayette and Shelby Streets, Detroit 26, Mich. Phone: Cherry 9330.

HOUSTON.—Enrolling Office, U. S. Maritime Service, Room 831, First National Bank Building, Houston 2, Tex. Phone: Charter 4-2571 and 4-2572.

JACKSONVILLE.—Enrolling Office, U. S. Maritime Service, 415 Federal Building, 311 West Monroe Street, Jacksonville, Fla. Phone: Jacksonville 5-4844 extension 69.

KANSAS CITY.—Regional Enrolling Office, U. S. Maritime Service, Room 2201-A, Municipal Auditorium, Kansas City 6, Mo. Phone: Victor 8230.

LOS ANGELES.—Enrolling Office, U. S. Maritime Service, 514 West Sixth Street, Los Angeles 14, Calif. Phone: Vandike 6811 and Mutual 8735.

MIAMI.—Enrolling Office, U. S. Maritime Service, 1307 Postal Building, Miami, Fla. Phone: Miami 9-1227.

MILWAUKEE.—Enrolling Office, U. S. Maritime Service, Room 208, 312 East Wisconsin Avenue, Milwaukee 2, Wis. Phone: Marquette 4809.

MINNEAPOLIS.—Regional Enrolling Office, U. S. Maritime Service, Room 110, U. S. Courthouse, 303 Marquette Avenue, Minneapolis 1, Minn. Phone: Atlantic 2848.

MOBILE.—Enrolling Office, U. S. Maritime Service, 64 St. Francis Street, Mobile 11, Ala. Phone: Mobile 2-6041.

NEWARK.—Enrolling Office, U. S. Maritime Service, Room B-85, Post Office Building, Federal Square, Newark 2, N. J. Phone: Mitchell 2-2020 extension 113.

NEW HAVEN.—Enrolling Office, U. S. Maritime Service, 1044 Chapel Street, New Haven 10, Conn. Phone: New Haven 5-1661.

NEW ORLEANS.—Enrolling Office, U. S. Maritime Service, 726 Common Street, New Orleans 12, La. Phone: Magnolia 4207 and Raymond 7485.

NEW YORK.—Regional Enrolling Office, U. S. Maritime Service, Room 101, 45 Broadway, New York 6, N. Y.; officers, Room 300, 39 Broadway. Phone: Whitehall 3-8000.

NORFOLK.—Enrolling Office, U. S. Maritime Service, 119 Tazewell Street, Norfolk 10, Va. Phone: Norfolk 5-3439.

PHILADELPHIA.—Regional Enrolling Office, U. S. Maritime Service, Land Title Building, Room 535, 100 South Broad Street, Philadelphia 10, Pa. Phone: Rittenhouse 1194.

PITTSBURGH.—Enrolling Office, U. S. Maritime Service, Room 201, Freehold Building, 309 Fourth Avenue, Pittsburgh 22, Pa. Phone: Grant 0880.

PORT ARTHUR.—Enrolling Office, U. S. Maritime Service, 208 Bluestein Building, Port Arthur, Tex. Phone: Port Arthur 5932.

PORTLAND, ME.—Enrolling Office, U. S. Maritime Service, Room 17, U. S. Customhouse, 312 Fore Street, Portland 3, Maine. Phone: Portland 2-0342.

PORTLAND, ORE.—Enrolling Office, U. S. Maritime Service, Room 202, Pioneer Post Office Building, 520 Southwest Morrison Street, Portland 4, Oreg. Phone: Atwater 3012.

SALT LAKE CITY.—Enrolling Office, U. S. Maritime Service, 433 Utah Oil Building, 10 West Third Street South, Salt Lake City, Utah. Phone: Salt Lake 5-1683.

SAN FRANCISCO.—Regional Enrolling Office, U. S. Maritime Service, 1000 Geary Street, San Francisco 9, Calif. Phone: Ordway 6010 and 6111.

SEATTLE.—Enrolling Office, U. S. Maritime Service, 808 Second Avenue, Seattle 4, Wash. Phone: Main 3919 and Seneca 2738.

ST. LOUIS.—Enrolling Office, U. S. Maritime Service, 312 Old Customhouse, Ninth and Olive Streets NW., St. Louis 1, Mo. Phone: Central 8290.

TAMPA.—Enrolling Office, U. S. Maritime Service, Room 17, Knight and Wall Building, 113 East Lafayette Street, Tampa 2, Fla. Phone: Tampa 4532.

WASHINGTON.—Enrolling Office, U. S. Maritime Service, 1311 H Street NW., Washington 5, D. C. Phone: Executive 3340 extensions 535 and 1046.

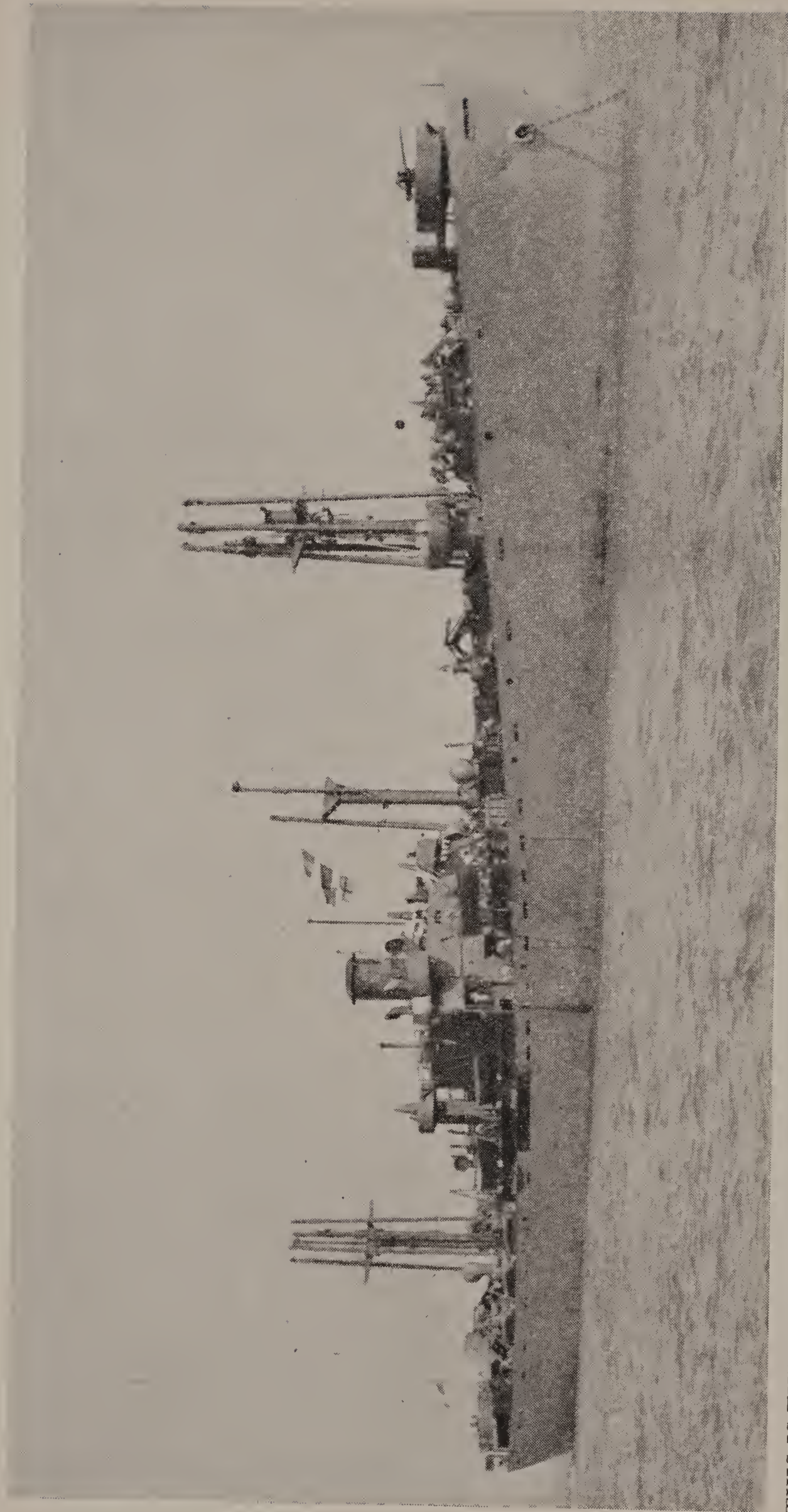
WILMINGTON.—Enrolling Office, U. S. Maritime Service, 326 Avalon Boulevard, Wilmington, Calif. Phone: Wilmington 4305.

## UNITED STATES COAST GUARD MERCHANT MARINE INSPECTION OFFICES

<i>City and State</i>	<i>Address</i>
Albany, N. Y-----	313 Federal Building.
Baltimore, Md-----	209 Chamber of Commerce Building.
Boston, Mass-----	40 Broad Street.
Buffalo, N. Y-----	440 Federal Building.
Charleston, S. C-----	31 Customhouse.
Chicago, Ill-----	811 Customhouse.
Cincinnati, Ohio-----	731 New Post Office Building.
Cleveland, Ohio-----	400 Federal Building.
Detroit, Mich-----	430 Federal Building.
Duluth, Minn-----	311 Federal Building.
Galveston, Tex-----	207 Federal Building.
Grand Haven, Mich-----	Federal Building.
Houston, Tex-----	7300 Wingate Street.
Jacksonville, Fla-----	Federal Building.
Memphis, Tenn-----	332 Customhouse.
Miami, Fla-----	803 News Tower Building.



<i>City and State</i>	<i>Address</i>
Milwaukee, Wis-----	533 Federal Building.
Mobile, Ala-----	Customhouse.
Nashville, Tenn-----	1021 Stahlman Building.
New Haven, Conn-----	308 Federal Building.
New London, Conn-----	Post Office Building.
New Orleans, La-----	313 Customhouse.
New York, N. Y-----	42 Broadway, Room 623.
Norfolk, Va-----	219 Federal Building.
Oswego, N. Y-----	Federal Building.
Philadelphia, Pa-----	801 Customhouse.
Port Arthur, Tex-----	Bluestein Building.
Portland, Maine-----	Federal Building.
Portland, Oreg-----	1005 Failing Building.
Providence, R. I-----	310 Post Office Annex.
San Francisco, Calif-----	Old Mint Building, Fifth and Mission Streets.
San Pedro, Calif-----	Post Office and Customs Building.
Savannah, Ga-----	Customhouse.
Seattle, Wash-----	Alaska Building, Second and Cherry Streets.
St. Ignace, Mich-----	Municipal Building.
Tampa, Fla-----	406 Federal Building.
Toledo, Ohio-----	U. S. Courthouse and Customs Building.

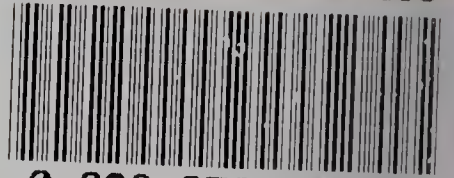


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